

| EMPLOYEE TRAINING RECORD   |                               |              |
|--|-------------------------------|--------------|
| <b>TRAINING TITLE</b> Rough Terrain Forklifts  |                               |              |
| <div style="text-align: center; margin-bottom: 10px;"><b>KEY TEACHING POINTS</b></div> <ul style="list-style-type: none"> <li>Regardless of previous experience operating similar equipment, the operator must be given sufficient opportunity to practice with the forklift in a safe open area (not hazardous to people or property) to develop the skills and "feel" required for safe efficient operation.</li> <li>Be sure the forklift is on a firm, level surface before lifting or placing load. Have surface leveled if necessary. Unit can tip over if load is raised with forklift on a soft or uneven surface.</li> <li>Be sure mast is in vertical plane before raising load. Never tilt mast out of vertical plane with a load raised over 10 feet.</li> <li>Be sure steering control valve lever is in drive position before moving forklift.</li> <li>Always look in the direction of travel. Reduce speed and be especially careful when traveling in reverse.</li> <li>If load or conditions obstruct view, use a signal person when lifting, carrying, or placing load.</li> <li>Loose clothing can get caught in moving machinery and can also cause accidental starting of controls. Dress properly for the job.</li> <li>Be alert for any unusual response to controls. If unusual response is noticed, position unit in a safe area if possible, lower forks to rest, apply parking brake, stop engine and remove key from ignition. Tag the steering wheel to forbid operation and notify maintenance personnel.</li> <li>Keep hands, work gloves, shoes, control knobs and pedals clean. Slippery controls can cause accidents. Keep a firm grip on steering wheel when traveling.</li> <li>Load capacities are based on load center being within 24 inches from front vertical face of forks.</li> <li>A mast-tilt-limit-valve must be provided to restrict forward tilt to 10E. Be sure valve is properly installed, that chain is attached to mast and is working properly.</li> <li>Never service unit with engine running.</li> <li>Always release trapped hydraulic pressure before disconnecting, opening or removing any hydraulic component. Lower forks to rest, stop engine and actuate hydraulic controls until all machine movements cease.</li> <li>Whenever leaving cab, position unit in a safe location, apply parking brake, lower forks to ground, be sure all controls are in neutral, stop engine, and remove key from ignition. Chock wheels if parking on a slope.</li> <li>Never permit diesel engine to runt out of fuel. Doing so can cause severe damage.</li> <li>Always wear hard hat and seat belt when operating.</li> </ul> |                               |              |
| <b>TEST</b>  |                               |              |
| <b>QUESTION</b>  | <b>ANSWERS</b>                |              |
|  | <b>TRUE</b>                   | <b>FALSE</b> |
| 1 Always wear hard hat and seat belt when operating.   |                               |              |
| 2 Never permit diesel engine to runt out of fuel. Doing so can cause severe damage.  |                               |              |
| 3 Dress properly for the job.  |                               |              |
| 4 Be alert for any unusual response to controls.   |                               |              |
| 5 Be sure the forklift is on a firm, level surface before lifting or placing load.   |                               |              |
| <b>EMPLOYEE'S NAME</b>   | <b>EMPLOYEE'S SIGNATURE</b>   | <b>DATE</b>  |
| <b>INSTRUCTOR'S NAME</b>   | <b>INSTRUCTOR'S SIGNATURE</b> | <b>DATE</b>  |